

TO: Aleks.
FROM: Aleks.
DATE: 13 June 1961.
SUBJECT: LEAVE BALANCE as of 13 May 1961. REQUEST FOR REVIEW.

1. Sick leave. Balance according to your note: 23 hrs.

I entered the services of this Agency in September 1951. My first sick leave I had in January 1961, thus after more than nine years of work with the Agency. This does not mean that I was not sick at all during this time. When I felt sick or tired I took time off on the account of the balance of the compensatory time I happened to have at those times. Thus, the balance of my sick leave as of arrival to this Office should have been approximately: 13 days X 9.5 years = 123.5 days or

988 hours.

Of this amount I have used after I joined this Office . . . -45 hours. The difference should show the approx. balance of my sick leave as of 13 May 1961. 943 hours

2. Compensatory time off. Balance according to your note: 33 hours

For the overtime work on my last job in my former office I was credited with 57 hours of compensatory time which was honored by this Office. Thus, the balance on my start here was: . . . 37 hours. About the time used see below.

3. Annual leave. Balance according to your note: 12 hours

Before I joined this Office, on 19 Oct 1960, I had used two weeks (80 hours) of my annual leave for 1960. Thus, up to the end of the leave year 1960, 30 Nov. 1960, I was entitled ~~for~~ to two more weeks of annual leave, 1960 - . . . 80 hours

The accrual of my annual leave for the period of time from 01 Dec 1960 up to 13 May 1961 should be approximately . . . 72 hours Sum: 152 hours

Adding to this sum the amount of compensatory time showed, . . . 57 hrs, we arrive to the joint amount of 209 hours of my annual and compensatory leave balance as to 19 Oct. 1960.

During my stay with this Office, up to 13 May 1961, I have had time off on five occasions (besides the sick leaves) in Nov. 1960: on 23th 8 hours.
" Dec. " : " 23, 27, 28, 29, and 30th 40 hours.
" Jan. 1961: " 03rd 8 hours.
" Feb. " : " 20, 21, 23, and 24th 32 hours.
" May " : " 04 and 05th. 16 hours. Sum: 104 hours.

Subtracting this sum from the joint amount of the honored compensatory time and the accrued annual leave, 209 hours - 104 hours,

the remaining stock of 105 hours should constitute the balance of my annual and compensatory leaves as to 13 May 1961.

DECLASSIFIED AND RELEASED BY *DCP*
CENTRAL INTELLIGENCE AGENCY
SOURCES/METHODS/EXEMPTION 3828
NAZI WAR CRIMES DISCLOSURE ACT
DATE 2006